

**UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA
Office of the Clerk
3RD AND CONSTITUTION AVENUE, N. W.
WASHINGTON, D.C. 20001**

*Nancy M. Mayer-Whittington
Clerk*

(202) 354-3110

NOTICE OF ATTORNEY RENEWAL/CERTIFICATION REQUIREMENTS

MEMBERS OF THE BAR OF THIS COURT

The United States District Court for the District of Columbia, in October 1989, amended and adopted a number of Local Rules dealing with the admission and practice of attorneys. These rules are Local Rule 104, relating to Practice by Attorneys, Local Rule 301 relating to Entry and Withdrawal of Appearance by Attorneys in Criminal Cases, Local Rule 701.1 relating to Renewal of Membership, Local Rule 706 relating to Obligations of Attorneys, and Local Rule 711 relating to Referral of Attorneys for Counseling. In addition, Local Rule 701, relating to admission to the Bar, was amended in January 1996.

Local Rule 701.1 requires that each member of the bar of this Court renew his or her membership every three years by filing with the Clerk of the Court on or about July 1st of every third year a renewal certificate and by paying a renewal fee in the amount of \$25.00. On or about May 1st, renewal notices will be automatically mailed out to attorneys.

If you did not receive prior notification, please complete the attached renewal certificate and return it, together with the renewal fee, payable to "Clerk, U.S. District Court", to Clerk's Office, U.S. District Court, 333 Constitution Avenue, NW, Washington, D.C. 20001. (Attention: Attorney Admission's Office, Room 1225). Attorneys who do not renew will not be able to practice or file pleadings in the District Court.

GOVERNMENT ATTORNEYS - MEMBERS OF THE BAR OF THIS COURT

Government attorneys must register with the Court by completing this form. Government attorneys who are members of the bar of this Court may have either an "active" or "government" status. An "active" status maintains your membership to the bar of this Court and its privileges, such as obtaining certificates of good standing and sponsoring attorneys for admission. In order to maintain an active status, you must pay the \$25 renewal fee. If you wish to maintain a "government" status, renewal fees are not applicable. You may renew your membership at any time by completing this form and paying the requisite fee of \$25.

GOVERNMENT ATTORNEYS - NOT MEMBERS OF THE BAR OF THIS COURT

In compliance with local Rule 104 (e) or (f), government attorneys practicing or filing pleadings before the U.S. District Court for the District of Columbia must register by completing this form. Renewal fees would not be applicable to **non-member** government attorneys. Once government service terminates, you must apply for membership, pay the requisite fee, attend a formal ceremony, and renew every three years in order to practice before this Court.

NANCY M. MAYER-WHITTINGTON, CLERK

**US DISTRICT COURT FOR THE DISTRICT OF COLUMBIA
RENEWAL APPLICATION
(PLEASE PRINT OR TYPE)**

Name

Last _____ First _____

Middle _____ Generation (Jr., Sr., etc.) _____

D.C/Federal Bar Identification Number _____ **Social Security Number** _____

(If Federal Bar, please state name of court): _____

Address

Firm _____

Building & Suite _____

Street _____

City _____ **State** _____

Zip _____ **Phone** _____

Unit (within firm or agency) _____

Status

Criminal Justice Act Attorney (Yes) _____ (No) _____

U.S. District Court Admission Date _____

Employed by the United States Government (Yes) _____ (No) _____

GOVERNMENT ATTORNEYS who practice and file pleadings before the US District Court should complete this form. Renewal Fees may be waived.

CHANGE OF ADDRESS

This form may serve as a written notification to the Clerk's office of address change under the requirements of Local Rule 706(c). However, this notification DOES NOT fulfill the PRAECIPE requirement of the Rule 706(c) requires that, "(t)he attorney shall also within 10 days file a praecipe reflecting such change in each case which the attorney has pending before this Court serving a copy upon each of the attorneys in these cases.

FAILURE TO RENEW

An attorney who fails to file the required certification and pay the renewal fee will be provisionally removed from the list of members in good standing. The name of the attorney will be restored to the list of members in good standing upon the filing of the required certificate and payment of the delinquent fee within five years after the due date. At the end of the five years from the due date, the attorney's name will be permanently removed from the roll, without prejudice to an application for admission as a new member'...: [Local Rule.. 701. 1(c)].

**UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA**

ATTORNEY CERTIFICATION

In compliance with Local Rule 701.1(a), all attorneys who are members in good standing of the bar of this Court, AND/OR, government attorneys eligible to practice by virtue of Local Rule 104(e) or (f), must submit this certification and hereby certify that he/she:

**(MANDATORY FOR ATTORNEYS WHO ARE MEMBERS OF THE BAR OF THIS COURT)
(OPTIONAL FOR ATTORNEYS WHO WISH TO MAINTAIN A GOVERNMENT STATUS)**

1. _____ is familiar with the current version of the Federal Rules of Civil Procedure, the Federal Rules of Evidence, the Local Rules of this Court, and the Rules of Professional Conduct as adopted by the District of Columbia Court of Appeals

and/or

2. _____ is familiar with the current version of the Federal Rules of Criminal Procedure, the Sentencing Guidelines, the Federal Rules of Evidence, the Local Rules of this Court, and the Code of Professional Conduct as adopted by the District of Columbia Court of Appeals. (Attorneys who appear in criminal cases.)

In compliance with Local Rule 104(b), an attorney who wishes to appear as sole or lead counsel in a tested evidentiary hearing or trial on the merits further certifies that he/she:

(CHECK ALL ITEMS THAT APPLY)

3. _____ has previously acted as sole or lead counsel in a federal district court or the Superior Court of the District of Columbia or a state trial court of general jurisdiction in a contested jury or bench trial or other contested evidentiary bearing in which testimony was taken in open court and an order or other appealable judgment was entered. [Local Rule 104(b)(1)]; **OR**
4. _____ has participated in a junior capacity in an entire contested jury or bench trial in a federal district court or the Superior Court of the District of Columbia or a state trial court of general jurisdiction. [Local Rule 104(b)(2)]; **OR**
5. _____ has satisfactorily completed a continuing legal education trial advocacy course of at least 30 hours sponsored by the District of Columbia Bar or accredited by a State Bar. [Local Rule 104(b)(3)]

In consideration of Local Rules 702(a) and 702.1, the undersigned applicant certifies that he/she.

(OPTIONAL)

6. _____ has read Local Rule 702(a) and understands that members in good standing of the bar of this Court have an obligation to assist or represent the needy in civil matters before this Court whenever requested by the Court and if necessary, without compensation. I have read Local Rule 702.1 and understand that the Court has established a voluntary Civil Pro Bono Panel from which attorneys may be appointed by the Court to represent indigent prose litigants. I have indicated below whether I would like to receive additional information regarding this Court's Civil Pro Bono Panel.

_____ Please Send

_____ Do Not Send

I declare under penalty of perjury that the foregoing is true and correct.

DATE

SIGNATURE OF ATTORNEY